

## **INST 3004 – Abstract of Title Guidelines for Forms 3004 - 3008:**

- First make sure you have the correct Abstract of Title for the river being updated.
  - 3004 – Carson River                      3007 – Humboldt River
  - 3005 – Truckee River                    3008 – Little Humboldt River
  - 3006 – Walker River
- **Claim #:** Enter the Claim number at the top of the page.
- **No.:** – Start by entering a number for the first line entry. (This is usually a **1** and the next line will be **2**)
- **Grantor (Seller)** – Enter the name as it is listed in the deed.
  - (This should match the owner we have listed in our records at the Nevada Division of Water Resources.)
- **Grantee (Buyer)** - Enter the name as it is listed in this deed.
- **Legal Description:** Enter the legal description of the water right place of use being conveyed in the deed. This may be found within the deed and under the Decree Claim being updated.
  - For Example, enter the **bold: NW SE Section 25, Township 19N., Range 18E.**
  - Enter amount of water righted **acres** being conveyed within the deed under the Wtr/Ac. column. **(See next line for Humboldt and Little Humboldt Rivers only)**
    - Enter amount of Harvest, Meadow and/or Diversified acres being conveyed.
- **Assessor Parcel #:** List and Assessor Parcel Number(s) within the deed that are within the place of use of this claim. (Do not list any Assessor Parcel Numbers that are not within the place of use of the claim being up
- **Recorded Document #** – Enter the recorded document or instrument number listed on the deed. This number is usually found on the first or last page of the recorded document.
- **Date** – Enter the date the deed was recorded under the line of the recorded document number on the form. This date is usually found under the recorded document number.
- **Title of Document & Additional Remarks** – Enter dated.)
- the Title of the deed. (Example: Grant, Bargain & Sale Deed or Quitclaim Deed or Water Rights Deed) Add any helpful remarks.
- **Line 2...Line 3...etc.** – If you have multiple deeds continue entering information from the next deed in the chain of title. The Grantor (Seller) should be the Grantee (Buyer) from the line above.

Note: If the water right point of diversion and place of use are in multiple counties, please submit a deed recorded in each of those counties. Enter each deed as a separate line on the Abstract of Title. Each chargeable document will require the \$20 document fee.

For any questions please contact our office at (775) 684-2800 M-F 8am to 5pm.